

## **Opening: Day Shelter Manager**

The Isabella County Restoration House (ICRH) is hiring a Day Shelter Manager that requires working hours Monday through Friday 1 p.m.-4 p.m. and Sunday 11 a.m.-4 p.m. Attending weekly ICRH staff meetings is also required.

The Day Shelter Manager's primary responsibilities will include but are not limited to: self-sufficiency planning with ICRH guests; ensuring appropriate use of the Day Shelter facility by ICRH guests; monitoring and obtaining supplies for the ICRH program; and scheduling I-Ride/cab rides for ICRH guests. The Day Shelter Manager will serve as a liaison for communicating information from events at the ICRH Day Shelter to Intake Supervisors and ICRH staff.

The Day Shelter Manager will also assist with facilitating in-kind donations from the public as well as from community-partner agencies.

Applicants are encouraged to apply as soon as possible via email to [ryan@icrhouse.org](mailto:ryan@icrhouse.org). Resumes, cover letters, and a list of professional references will be accepted through **September 21, 2018**.

## **Guest Care**

- Ensure that guests have reviewed, understood, and signed the guest agreement.
- Ensure guests have the Community Resource Directory and a folder for documents.
- Schedule and verify I-Ride & cab rides for guests; verify daily pick-up/drop-offs for ICRH contracted rides.
- Provide & monitor discretionary bus passes as needed.
- Review HMIS intake form and obtain additional demographic information.
  - Food assistance
  - Medical insurance
  - Disabilities
  - Domestic Violence
  - Prior instances of homelessness
- Review conditions that led to guests experiencing homelessness in an effort to identify the areas of need.
- Discuss services that guests are or have been participating in & document in file.
- Create a self-sufficiency plan with guests that includes measurable, verifiable goals that are individualized to meet their needs.
- Identify volunteers or interns to assist with connecting guests with community-based resources.
- Make copies and maintain record of documents that guests provide to verify their participation in services or activities related to becoming self-sufficient.
- Meet regularly with ICRH Executive Director to review self-sufficiency plans for each guest.
- Participate in 30/60/90 day reviews of ICRH guests' efforts toward achieving self-sufficiency.
- Supervise Sunday morning showers.
- Conduct exit interview with guests who are leaving the shelter program.

## **Maintenance of Resources**

- Evaluate shelter supplies and maintain as needed.
- Communicate Day Shelter cleaning/maintenance needs to ICRH Executive Director.
- Ensure an adequate supply of community-based resource documents and publications are available for ICRH guests.
- Assist community partner presenters in locating space and setting up materials for presentations for ICRH guests.
- Obtain items needed for supply box at Host Sites.
  - Communicate with ICRH Rotational Shelter coordinator and review communication log to identify items needed to maintain supplies.
- Document information regarding activities in ICRH staff communication log.